



New Hampshire
Department of
Revenue Administration

2014
ED-03

FOR DRA USE ONLY

EDUCATION TAX CREDIT DONATION RECEIPT

PRINT OR TYPE

STEP 1

1.	RECEIVING SCHOLARSHIP ORGANIZATION:
2.	STREET ADDRESS:
	ADDRESS (CONTINUED):
3.	CITY/STATE/ZIP:

4.	FEDERAL TAXPAYER IDENTIFICATION NUMBER:
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STEP 2

5.	DONATING BUSINESS ORGANIZATION/ENTERPRISE:
6.	STREET ADDRESS:
	ADDRESS (CONTINUED):
7.	CITY/STATE/ZIP:

8.	FEDERAL TAXPAYER IDENTIFICATION NUMBER:
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STEP 3

DONATION AMOUNT	\$	<table border="1"><tr><td></td></tr></table>	
DATE THE DONATION WAS RECEIVED:		<table border="1"><tr><td></td></tr></table>	

STEP 4

I certify that the scholarship organization received the donation listed from the business organization/enterprise on the date shown above.

AUTHORIZED SIGNATURE (IN INK)

DATE

PRINT SIGNATORY NAME & TITLE

This Donation Receipt must be filled with the Department of Revenue Administration at the address below **and** a copy sent to the donor business organization/enterprise within 15 days after the receipt of the donation.

MAIL TO:	NH DRA EDUCATION TAX CREDIT PO BOX 488 CONCORD NH 03302-0488
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**ED-03 EDUCATION TAX CREDIT DONATION RECEIPT
INSTRUCTIONS**

WHO MUST FILE?

Scholarship organizations who received donations under RSA 77-G must file an Education Tax Credit Donation Receipt (Form ED-03) for each business organization or business enterprise who made a donation.

WHEN TO FILE?

Form ED-03 must be filed with the Department of Revenue Administration and a copy sent to the donating business organization/enterprise within 15 days of receipt of the donation.

WHERE TO FILE?

Form ED-03 may be mailed to:

NH DRA
Education Tax Credit
PO Box 488
Concord, NH 03302-0488

Or may be hand-delivered to the Department of Revenue Administration during business hours (8:00 a.m. to 4:30 p.m.) at:

Governor Hugh J. Gallen Office Park South
109 Pleasant Street
Medical and Surgical Building
Concord, NH.

NEED HELP?

Call the Education Tax Credit Line at (603) 230-5018. For more information visit us on the web at www.nh.gov/revenue. Hearing or speech impaired individuals may call TDD Access: Relay NH 1-800-735-2964.

LINE-BY-LINE INSTRUCTIONS

STEP 1

LINE 1 Enter the scholarship organization's name.

LINE 2 Enter the scholarship organization's street address.

LINE 3 Enter the scholarship organization's city, state and zip code.

LINE 4 Enter the scholarship organization's Federal Taxpayer Identification Number.

LINE-BY-LINE INSTRUCTIONS CONTINUED

STEP 2

LINE 5 Enter the business organization's or business enterprise's name who made a donation.

LINE 6 Enter the business organization's or business enterprise's street address.

LINE 7 Enter the business organization's or business enterprise's city, state and zip code.

LINE 8 Enter the business organization's or business enterprise's Federal Taxpayer Identification Number.

STEP 3

Enter the donation amount from the business organization or business enterprise and the date the donation was received.

STEP 4

The application must be dated and signed in ink by the officer or authorized agent. In addition, print the name and title of the officer or authorized agent signing the application.